

DATA ADMINISTRATION
University of Kentucky Information Resource Management
Project Request Form PRF - 00022

Start Date 11/9/2001	Received 11/26/2001	Status Completed
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Title Request for Electronic Extract of Medical Center staff email addresses, phone numbers, and office addresses from UK Directory.

Sector Medical Center. **Dept** Medical Center Information Services

Requested By Diane Gagel **Ph:** 7-7879 x139 **Email:** dgagel@pop.uky.edu

SectorUnitAffected: Potentially any University unit needing electronic access to the UK directory.

System UK Directory **SubSystem** **Type** IV

<i>Mandates</i>					
Regulatory/Statutory	No	UK Strategic Indicator(s)	No	Accreditation Requirements	No
		University-Wide Needs	No	Other	Yes

Requirements/Issues

Reference #s

Description The Academic and Research Systems group is developing a user administration system for our web applications and for our production Sybase and MS SQL Server database servers. We have over 1000 users. One feature of the system will be to provide a "communications" capability to inform users of system problems, training announcements, scheduled downtime, upgrades and other communications. The database design will enable us to communicate with different groups of users as needed (i.e. users of a particular database server, or a single database, or a single application). We would like to obtain an electronic extract of Medical Center staff from the UK Directory. Specific columns we require are the UK Employee ID, Name (Last, First, Middle separated if available), Department (5 char HRS code if available), UK address, phone, and email address. Without an electronic source of this information, we will have to manually look-up, enter and maintain email addresses and phone numbers. The information will only be available to MCIS data administrators for system announcements and will not be used to produce Medical Center wide mailings. Ideally, we would like to update our files on a weekly or monthly basis. However, if establishing a regular extract would require too many resources at this time, it would be extremely helpful to initially obtain a copy of the current directory to populate our user list.

Key Issues

Costs Programming time of IS and MCIS staff.

AvailableFunding None, beyond current IS budgets.

Funding Requirements None.

Benefits Ability to efficiently and accurately communicate with customers. Eliminate the need for manual look-up of information that is available in electronic form.

Deadline None for a regularly scheduled extract. We'd like to obtain an electronic copy of the directory as soon as possible, but no later than end of December to initialize our file.

Risk None.

Policy/Procedure

Suggested Priority

Steward Day, Zed **StewardApproval** 11/26/2001 **Dir IRM 1st Review:** 12/10/2001

[PRF Review and Approval Tracking](#)

[Return to PRF List](#)

[Data Administration Home](#)